

State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706

**Supplementary Examination Announcement**

**SITE SECURITY OFFICER - 41115**

Monthly Salary Range: \$2490 - \$3066

No Option – Regular Test

SS Option – Spanish Speaking

All selected options may be listed on one application.

General duties: A Site Security Officer patrols assigned conservation sites and campgrounds or historic sites, buildings and grounds; affixes written warnings to unattended vehicles parked in restricted areas; reports reckless drivers and speeding violators to site superintendent or proper law enforcement agency; performs routine seasonal maintenance work when necessary in park or site; collects camping fees and issues camping permits; signs in visitors; provides maps and other information to park users regarding safe and proper use of facilities; may provide work guidance and training to temporary or part-time help in performing site security routines.

Desirable training and experience: Completion of four years of high school or equivalent training or experience.  
NOTE: Requires possession of an appropriate valid driver's license. (Agency will check at time of interview.)

Knowledges tested: Written Instructions; Safety Practices; Fire Safety; Public Relations; Spelling; Report Form Completion and Mathematics.

Tests and weights: Automated multiple-choice test 100%.

**\*\*NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

(Continued on reverse side)

**EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)**

Examinations may be cancelled without further notice as needs are met.

**FLEXIBLE SCHEDULE TESTING:**

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

**BY APPOINTMENT ONLY:**

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

**ILLINOIS BELL RELAY FOR BOTH LOCATIONS:** (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Option SS - Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Bureau, Clark, Clinton, Franklin, Jackson, Jersey, Kankakee, Lake, LaSalle, Macon, Menard, Will.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.